

TITLE: Maintenance Technician

MAINT/2

DEPARTMENT: Maintenance, Etowah County

JOB SUMMARY: This position performs technical duties in the maintenance of county buildings and grounds. *Works a significant amount of time in the Detention Center, including with inmate helpers.*

MAJOR DUTIES:

- o Ensures that all locks perform as designed and required; rebuilds locks; changes, installs, and maintains security codes, alarms, and security detection equipment.
- o Installs electrical boxes, circuit breakers, transformers, plugs, switches, and fuses; pulls electrical wire, installs new lighting, changes ballasts and bulbs; operates ohmmeters and voltmeters to check circuits for proper connections; inspects electrical equipment to ensure it is operating properly; locates and corrects electrical problems.
- o Participates in the repair and maintenance of heating and cooling systems; repairs or replaces belts, motors, heating elements, switches, gears, and thermostats; tightens, aligns, cleans, and lubricates parts; changes out motors in cooling towers; replaces filters; cleans air conditioning pans; changes electronic boards in air conditioning units; reprograms control boards.
- o Participates in the repair and maintenance of plumbing systems; installs, maintains, and repairs pipe systems; repairs leaks; operates pressure gauges; changes out water pumps and replaces bearings.
- o Programs fire alarm controls; changes sprinkler heads; supervises the maintenance of fire extinguishers.
- o Changes out or reprograms electronic boards; installs low voltage wiring systems; installs coaxial or fiber optic cables; installs, maintains, and repairs video screens, video cameras, and phone systems.
- o Performs welding duties.
- o Performs carpentry duties.
- o Participates in grounds maintenance; transports and plants new vegetation; mulches, fertilizes, and waters plants, trees, shrubs, and lawns; applies pesticides and herbicides; mows, edges, and trims lawns; prunes trees and shrubs.
- o Participates in building construction and maintenance projects; pours and finishes concrete; erects scaffolding; repairs gutters; patches roofs; installs and replaces ceiling tiles; installs floor tiles; oversees demolitions and renovations.

- o Installs and maintains appliances.
- o Monitors the work of outside contractors.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of county regulations, policies, and procedures.
- o Knowledge of plumbing, electrical, heating/cooling, carpentry, painting, and mechanical maintenance procedures.
- o Knowledge of the tools and methods used in a wide variety of building maintenance activities.
- o Knowledge of occupational hazards and safety requirements.
- o Knowledge of electrical control circuitry and printed circuited boards.
- o Knowledge of electric arc welding.
- o Skill in the performance of a wide range of building maintenance activities.
- o Skill in the reading of blueprints, drawings, and technical and mechanical documents.

**SUPERVISORY CONTROLS:** The Maintenance Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include the National Electric Code, the International Plumbing Code, the Code of Alabama, and National Fire Protection Association standards. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related technical duties. The variety of tasks to be performed, *including with Detention Center inmate helpers*, contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to participate in the maintenance of county buildings and grounds. Success in this position contributes to a safe and attractive environment for county personnel and visitors.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, *Detention Center inmate helpers*, vendors, contractors, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, walking, bending, crouching, standing or walking. The employee must frequently lift light and heavy objects, and climb ladders.

**WORK ENVIRONMENT:** The work is typically performed *in the Detention Center*, offices, warehouse, stockroom, and outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** *Oversees work of Detention Center inmate helpers during specified tasks or projects.*

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.